

Electronics and Computing Technologies Division

Request For Authorization Of Computer Account And/Or Services

Please provide the requested information on this form and return form to Account Services (Building 222, Room A-253; fax 2-6999).
Read the "Policy for Computer Accounts" below and sign on the indicated line. Please Print. (*CMS user requests see note)

Last Name:		First Name:		Initial	Division:
Supervisor/Business Contact:					
ANL term and temporary employees indicate date when appointment ends:					
Address:					
Telephone:		Fax:		Citizenship: US	Specify Other:
E-mail:		Charges to: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
		Activity Code		Cost Center	
ANL payroll number or assigned badge number (nnnnn): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Login userid: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Unique UID: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Policy for Computer Accounts

User Responsibility

Argonne's computing services are available solely for the purpose of carrying out Laboratory work (including authorized work of other agencies). Laboratory work consists primarily of assigned technical and management work, but it also includes professional development undertaken with the knowledge and approval of your supervisor. You are responsible for the use of your account. Laboratory computers are not to be used for any other purposes (such as games or personal, social, fraternal, or private business).

No classified work may be done on central computers. Certain sensitive data are stored on the computers. You may not access sensitive data unless specifically authorized to do so. Should you receive misdirected output that is not sensitive, simply return it to the place where you obtained it. However, if you believe that misdirected output contains sensitive information, please forward the output to the Computer Protection Program Manager (Building 221, extension 2-3456).

Passwords

Electronics and Computing Technologies Division provides services only to authorized holders of valid accounts. To ensure that users of services are who they claim to be, we have implemented validation methods that require passwords to use interactive computer systems. We require that you change your password at your first logon and at least every six months afterwards. We require that you not share or divulge your password. Please call the User Services consultants at 2-5405 for alternatives to sharing passwords. If you believe your password has been compromised, you should change it immediately; if you have access to sensitive information, you must inform the Computer Protection Program Manager. Additionally, you should inform the Computer Protection Program Manager when (a) you believe our security mechanisms are not working properly or (b) you suspect that someone is deliberately trying to break into the system.

Charges

Electronics and Computing Technologies Division charges for the use of some computing resources to recover the costs of providing those resources. Users incur charges for all services (including interactive computing, graphics, disk storage, and tape storage). Charges arising from network services, output printed on central printers, and other services provided by Electronics and Computing Technologies Division are charged to your account. A list of current rates is available at Account Services (Building 222-A253), or you may call at extension 2-5425 and request a list via intra-Laboratory mail; or available on the World Wide Web at: location

<http://www.anl.gov/ECT/rates/rates.html>.

All computing charges are charged to your computer account, which consists of a three-digit cost center code assigned to your division cost center and an eight-digit activity code representing a particular activity or project. To use the computer services, you must complete the "Request for Authorization of Computer Account" and establish an account name and password. When you are working on more than one project, you may set up a computer use authorization for each project and charge your work to an appropriate project account. All account alias will identify the account to be charged for batch jobs or interactive sessions. When you begin a session, you must use an account alias to indicate which project account is to be charged. When you intend to use more than one account, please fill out a separate form for each account identifying the services you need.

Depending upon the category of the user's organization, outside users are charged either an add-on percentage for general administrative expense or a combination or general administrative overhead expense, Laboratory computing equipment depreciation, general depreciation, and DOE administrative expense. Refer to Electronics and Computing Technologies Division Rates for current surcharges to non-ANL users.

Mark with ☒ those services you need to use:

Administrative Services:			Unix Services:	Backup		
<input type="checkbox"/> CMS * For CMS Account first send this form to Cathy Bresnahan ESH-200	<input type="checkbox"/> Condor <input type="checkbox"/> Delphi <input type="checkbox"/> Parrot	<input type="checkbox"/> Pfs sys <input type="checkbox"/> Raven <input type="checkbox"/> Seagull	<input type="checkbox"/> Unix Server <input type="checkbox"/> AFS file Server <input type="checkbox"/> DCE/DFS <input type="checkbox"/> Terminal Server	<input type="checkbox"/> Retrospect (Mac) <input type="checkbox"/> PC	<input type="checkbox"/> Output services	<input type="checkbox"/> NT Server _____domain <input type="checkbox"/> Mail: Exchange

I have read the "Policy for Computer Accounts." I understand and will adhere to the policies and conditions stated therein.

Requester's Signature: _____ Date: _____